

**WALDO COUNTY COMMISSIONERS COURT SESSION
SEPTEMBER 14, 2010**

PRESENT: Commissioners Amy R. Fowler, Donald P. Berry and William D. Shorey. Also present were Treasurer David A. Parkman, Deputy Treasurer Karen Trussell and County Clerk Barbara L. Arseneau.

Commissioner Berry called the meeting to order at 9:05 a.m.

D. Berry started the court session by tapping a large white staff called a mace on the floor twice. He explained to all present that this mace was presented at the Maine County Commissioners Association Annual Convention to each County.

FINANCIAL REPORT:

D. Parkman reported the following regarding the County finances to the County Commissioners:

Revenue:

D. Parkman reported that Deeds revenue has picked up. The bad news is the fees have picked up because of foreclosures. 67% is where the revenue could be and this is a little ahead.

APPROPRIATIONS:

D. Parkman reported the expenditures for this point of the year as being "on course, over-all." Expenditures could be 67.5% expended and the County is at 68%, plus one warrant. "That is not much leeway, though," he cautioned. He noted the following as being high for this time in the budget year: EMA vehicle maintenance, the Commissioners Professional Services line, the Treasurer's own travel budget would be over this month. More will be budgeted in 2011, as he is now attending MCCA meetings monthly. Probate Lodging is high, but D. Parkman explained that Court Appointments, however, are only at 34% which is excellent, adding that Restitution revenue is likely compensating for that. The Sheriff's part-time line is a little high. Radio line in Communications and the stipends are also overdrawn. Part-time looks very good at 50%, which has typically been overdrawn in recent years. He explained that he reviews each department closely in the last quarter because things have to be watched carefully in the entire budget.

CODE CORRECTION:

B. Arseneau explained two invoices in the amounts of \$1,000.00 and \$218.00 that were directly related to the EOC/Sheriff's Building had been paid from the Commissioners Professional Services line earlier in the year before the Commissioners had stipulated that services directly related to this project should be paid from the reserve accounts earmarked for this project. The Commissioners said recode those invoices to be paid from the appropriate reserves.

Regarding the Reserve accounts being used to fund the project, K. Trussell noted that the County Planning Reserve is down to \$8,943.12 remaining. A recent invoice was higher than what was in that account, so she coded it to Future County Land and Buildings Reserve. She asked if interest should be applied to County Planning (about \$400.00 in interest) to keep building that up. The Commissioners discussed this. W. Shorey asked if undesignated funds make any money for the County. K. Trussell explained that more interest is earned with the reserves than in the County checking account. W. Shorey reminded the others that eventually, there would need to be discussion about returning some money to tax payers and building reserves. K. Trussell explained that it is basically cash flow at this point, but she could use TAN funds to add to reserves as designated by the Commissioners. D. Parkman said that the

Commissioners can, at any time during the year, vote to move some undesignated funds to build the reserves. He preferred that this not be done a lot, however. The Commissioners decided to stop draining the County Planning reserve and to now move on the Future County Land and Buildings Reserve. K. Trussell showed the breakdown of payments between the EMA and Sheriff's portions of the project.

CORRECTIONS BUDGET:

D. Parkman explained that the concept proposed by the Sheriff's Association was because the Sheriffs would like to see a lot of the Corrections surplus moved into an account that the Sheriff's could control and use as needed for Jail maintenance. D. Parkman said he has been apprehensive about this and where Waldo's money would go. A. Fowler said she agreed, and initially, any County that sat on a fund balance, the State couldn't touch. 25% would be kept and then the remainder would now go into this "pot" and be a sort of capital fund. She said she voted for it at the time because the Counties needed to show some unity and cohesiveness. She said she would vote against it another time because nothing has come of it. "It has sat and spun in the mud," she stated. K. Trussell commented that she thought it had been all written up. A. Fowler explained that it still needed to be passed. She described the whole thing as a "dog-eat-dog" situation and then comes the question of who controls the fund – there would be yet another committee. The other fear is that when the State came and took over the Jails, they took over maintenance. If the State sees surplus, the State will likely make the County use it to perform maintenance and run the jails. A. Fowler didn't believe that when this was voted on again, it would pass.

W. Shorey asked once money is sent back, what the balance would be. D. Parkman responded that the audit said about \$1,200,000.00 and if you take 20% of that, it's about \$900,000.00 plus. That's what the Commissioners would be using on the Sheriff's building and everything else. This is why he recommended keeping the 2% overlay every year to help.

D. Berry informed the Treasurer that the County of Waldo was awarded a 1st place check in the amount of \$2,750.00 from MCCA Risk Pool for 2009. A. Fowler added that this had been a tie for first place.

WARRANTS:

D. Berry explained that the Deputy Treasurer had consolidated the warrants so there were fewer signatures required.

****D. Berry moved, W. Shorey seconded to authorize payment of the June 30, 2010 Final 2010 Re-entry Accounts Payable Warrant in the amount of \$23,677.46. Unanimous.**

****D. Berry moved, A. Fowler seconded that the amount authorized to pay the July 22, 2010 warrant be amended to reflect \$23,972.53. This will need to be changed in the August 10, 2010 Commissioners Court Session minutes. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the August 27, 2010 General Fund Accounts Payable Warrant and Payroll in the amount of \$176,159.56. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the August 27, 2010 Re-entry Accounts Payable Warrant and Payroll in the amount of \$46,477.31. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the August 27, 2010 Active/Restricted Reserve Warrant in the amount of \$15,387.69. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the September 14, 2010 General Fund Accounts Payable Warrant and Payroll in the amount of \$179,822.13. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the September 14, 2010 Re-entry Accounts Payable Warrant and Payroll in the amount of \$96,174.63. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the September 14, 2010 Active/Restricted Reserve Warrant in the amount of \$29,631.45. Unanimous.**

****A. Fowler moved, W. Shorey seconded to accept the Treasurer's Report. Unanimous.**

ASSET FORFEITURE:

Forfeiture Asset from the State vs. Jeffrey Emerson required a vote and signature of the Chairman of the Board of Waldo County Commissioners to transfer the forfeited assets to the County.

****A. Fowler moved, W. Shorey seconded to approve the transfer of forfeited assets in the amount of \$9,579.00 from the State vs. Jeffrey Emerson. Unanimous.**

EXECUTIVE SESSION:

****W. Shorey moved, A. Fowler seconded to enter Executive Session for discussion of assignment of duties and compensation according to M.R.S.A. Title 1 § 405, 6(A) at 9:55 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of Executive Session at 10:18 a.m. Unanimous.** No action was taken by the Commissioners.

BALLOTS FOR 2011 BUDGET COMMITTEE:

DISTRICT 1:

Four (4) votes were received for Roger Lee of Belfast and four (4) votes were received for Nakomis Nelson of Islesboro to serve as District 1 representatives on the 2011 Waldo County Budget Committee.

****A. Fowler moved, W. Shorey seconded to accept the votes for Roger Lee of Belfast and Nakomis Nelson of Islesboro to serve as District 1 Representatives on the 2011 Waldo County Budget Committee. Unanimous.**

DISTRICT 2:

Six (6) votes were received for Peter Curley of Stockton Springs to serve as District 2 Representative on the 2011 Waldo County Budget Committee. One (1) write-in vote was received for William Sneed of Prospect but was discounted because he is still serving a term as District 2 Representative on the Budget Committee.

****W. Shorey moved, A. Fowler seconded to accept the votes for Peter Curley of Stockton Springs to serve as District 2 Representative on the 2011 Waldo County Budget Committee. Unanimous.**

FACILITIES REPORT:

Present for this report was Facilities Manager Keith Nealley.

1. JANITORIAL BIDS FOR 2011-12: (Lower level of the District Courthouse, the entire Superior Courthouse and the Communications Center.)

1. Bidder: Central Maine Cleaning (Current cleaners): For 2011- \$8,700.00 for the District Courthouse, \$16,800.00 for the Superior Courthouse and \$6,900.00 for the Communications Center for a total of \$32,400.00 for 2011. For 2012 – \$8,880.00 for the District Courthouse, \$17,220.00 for the Superior Courthouse and \$7,080.00 for the Communications Center for a total of \$33,180.00 for 2012.

2. Highlander Cleaning: For 2011 – \$11,760.00 for the District Courthouse, \$16,800.00 for the Superior Courthouse and \$13,200.00 for the Communications Center for a total of \$41,760.00 for 2011. He quoted the same for 2012.

3. Maureen Hall (who has worked with Highlander Cleaning in the past): For 2011 - \$12,300.00 for the District Courthouse, \$13,200.00 for the Superior Courthouse, \$7,500.00 for the Communications Center for a total of \$33,000 for 2011. This quote also was the same for 2012.

4. Glidden Air: For 2011 and 2012, a total of \$31,800 per year. The Commissioners noted that this was the apparent low bidder. K. Nealley wished to check references and then get back to the County Commissioners. This is slightly less than what County is paying now.

K. Nealley suggested that at some point, the janitorial services perhaps should become a staff position. He noted that once another 10,000 square foot building is built, this cost will go up even more. He recognized that there are a lot of additional costs when a full-time employee is hired.

****A. Fowler, W. Shorey moved to accept Glidden Air's bid, contingent on checking references and proof of insurance. Unanimous.**

2. New doors on the Superior Courthouse have been installed.

3. Mr. Henthorne has informed K. Nealley that the State will be reimbursing half of the cost. The total has come to \$7,539.00 which the County must pay first and then the State will reimburse about \$ 3,769.50.

****W. Shorey moved, A. Fowler seconded to pay this invoice and accept the reimbursement from the State. Unanimous.**

EXECUTIVE SESSION:

****A. Fowler moved, W. Shorey seconded to enter Executive Session to discuss employment, disciplining, resignation or dismissal of an employee according to M.R.S.A. Title 1 § 405, 6(A) for employment, disciplining, resignation or dismissal at 10:50 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to exit Executive Session at 10:57 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to reply to the AFSCME letter denying their request for a hearing because the request document was received significantly after the 10-day deadline. Unanimous.**

(BREAK)

****W. Shorey moved, A. Fowler seconded to enter Executive Session according to M.R.S.A. Title 1 § 405 (F) for discussion of information in records with access prohibited by the general public and**

Title 36 § 841(2) pertaining to discussion and decision on a poverty abatement appeal at 11:59 a.m. Unanimous.

****A. Fowler moved, W. Shorey seconded to exit Executive Session at 11:18 a.m. Unanimous.**

****W. Shorey moved, A. Fowler seconded to deny a poverty abatement request. Unanimous.**

INFORMATIONAL PROPERTY TAX MEETING:

Present with the County Commissioners was Monroe Treasurer Patricia Lawson and Monroe citizen Randi Gallagher.

D. Berry opened the informational meeting by stating that he hoped that there would be conversation and possibly resolution, with the Commissioners not making any decisions on this matter.

R. Gallagher was asked to speak first. R. Gallagher stated that she received a lien notice with taxes due. She noted that she had paid her 2009 taxes. She contacted Commissioner William Shorey and expressed surprise regarding this. She stated that W. Shorey had requested documentation of payment, which she sent to the Commissioners Office. He sent a letter to Patricia Lawson stating that he hoped this could be resolved between them. R. Gallagher continued, noting that Patricia Lawson had sent a letter to R. Gallagher on June 17th and R. Gallagher sent a letter on June 22nd asking for something in writing with the Town, as her work hours conflicted with theirs. She claimed she didn't hear anything, and sent another letter later in July. On August 14th, she received some documents from P. Lawson as to what the Town had in writing.

D. Berry summed up briefly, stating that the situation right now is that the Town is claiming taxes not paid for 2009. He asked if there were any records of any taxes being owed prior to 2009. R. Gallagher stated that she can prove she has paid those taxes.

P. Lawson said, first of all, she didn't blame R. Gallagher because there have been several changes in accounting software and commented that it was hard enough for her to put it together. She prepared a spreadsheet and put every check and where it went to on the sheet. The checks being sent by R. Gallagher indicated which year they were to be applied to, but were actually supposed to be for another year. She submitted that spreadsheet to all. She said she believed Treasurer Barbara Moody sent letter to the County Commissioners.

R. Gallagher said that when she was going over the documentation at W. Shorey's request, she obtained copies of the cashed checks from her banking institution. She noted that she made a payment on October 1, 2009. It wasn't cashed until February 16 2010. She sent another check and that was not cashed until much later. A. Fowler asked why. P. Lawson responded that she believed they had been sent to the tax collector. The Commissioners commented that this appeared to be an unacceptable time period between receiving and cashing checks. R. Gallagher said her concern was that she received notice of lien in April and one of the checks wasn't cashed until May. P. Lawson stated that she believed that this check was applied on the right date. R. Gallagher asked if it was O.K. to submit information and was told yes.

R. Gallagher stated that it was the 2009 issue that was what it brought all of this to her attention. W. Shorey asked to interrupt so that all could be able to follow along. There was a lien notice for 2006 for \$1375.23. Clarification was that this was just for 2006. P. Lawson noted that that was one problem

right there. W. Shorey asked if this was the point where it started to become confusing as to when these were being paid. P. Lawson said they had a five-month bill and a one year bill to change the tax year. And she didn't pick up the certified letters for those liens. P. Lawson had the '05 and the '05-'06 and acknowledged this was very confusing. W. Shorey said he was looking at the 2005 sheet and it showed a zero balance due.

Now, moving on to 2006, R. Gallagher had check numbers for the checks she had paid. P. Lawson explained that those went for the '05-'06 tax year. P. Lawson said she believed that this was the confusion, because there were two bills for that one year.

W. Shorey said if that were the case, he didn't see how that matched up with the spreadsheet, noting that R. Gallagher has cancelled checks for every year from 2006 on. He asked how they arrived at the \$3,570.34 owed. P. Lawson said that this was because R. Gallagher was sending the payments for the wrong year. P. Lawson reviewed a letter from Monroe Treasurer Barbara Moody to R. Gallagher explaining the tax situation. R. Gallagher asked if that letter was referring to the five months bill. P. Lawson said that she believed this had been sent to the County Commissioners Office by B. Moody for the file.

W. Shorey remarked that in 2005 it appeared everything was paid up through then, and P. Lawson agreed. W. Shorey noted that R. Gallagher had cancelled checks from 2006 on and asked how this could be figured since she owed no money for 2005 and has cancelled checks for 2006. P. Lawson said she believed that this was only for the five-month bill. R. Gallagher repeated that she had cancelled checks for 2006.

P. Lawson and R. Gallagher discussed a \$500.00 payment and P. Lawson agreed that this was taken care of. R. Gallagher said that she had called P. Lawson and that P. Lawson had found the un-cashed check in the safe and had then sent a letter to R. Gallagher apologizing for the error. P. Lawson stated again that she believed B. Moody had sent a letter, explaining again that she (P. Lawson) was not there at that time. R. Gallagher asked why it takes the Town of Monroe months to cash a check. P. Lawson said she thought it must have gone to B. Moody and was then delayed getting to her (P. Lawson.) R. Gallagher explained that she paid with money orders, which are only good for 90 days and the banking institution was good enough to still cover that. It wasn't until she had gone back to the banking institution to look for proof of payment that she discovered how long it was taking for the money to get cashed. P. Lawson said she could only guess that because B. Moody only works two days a week, and suggested that it may have gotten backed up. R. Gallagher expressed concern over the delay in the checks being cashed and interest accruing on the taxes because they were still being treated as unpaid. P. Lawson said she could waive the interest to reflect the date the check was received.

W. Shorey said he needed to actually tally up the amounts paid. The amounts were then added on A. Fowler's calculator. The total amount came to \$246.92. For 2006, the amount paid was \$1,375.53. The 2007 notice was \$1,536.88 that was owed and showed a check in that amount to pay it. In 2008-09, the total due was \$1,487.80 and a cancelled check for \$1,487.80 was noted. In 2009 the total was \$1,345.35, and R. Gallagher was able to show two payments had been made – \$672.68 for the first payment and \$672.67 for the second payment. The Commissioners checked and rechecked the numbers. D. Berry asked why on September 14, 2010, there was a balance of \$656.13. P. Lawson looked at her records and explained that R. Gallagher received a notice 30-day for \$4,184.00 for the '08-'09 tax lien. P. Lawson explained again that these were being applied to the wrong years. The Commissioners all in unison stated that it appeared that all the years had been paid. P. Lawson stated that part of the check

went for '05-'06 and '06-'07. D. Berry noted that there was a zero balance to start with. The Commissioners asked why there was a balance of \$656.13. P. Lawson replied that the lien amount was \$1,544.44 for year '08-'09 incurred for liens, and then there was added interest on that. A. Fowler asked if there was interest added because the Town "sat" on the checks and P. Lawson responded no. P. Lawson explained that if they looked at the sheet from the new tax program, it was changed to reflect the interest for what it should have been with the check received. The date was changed so it would match the check date. P. Lawson said she understood all the confusion and thought that this was all confusing, herself.

W. Shorey asked about the \$656.13 and both he and P. Lawson reviewed the spreadsheet. It was zero, then all the checks were provided and he wondered what that figure was. P. Lawson said it was only for that lien. W. Shorey stated again that R. Gallagher had checks that matched up with the amounts. P. Lawson said the lien fees and interest would throw this off. W. Shorey said he believed the account would be squared. P. Lawson said that the tax bill for one year was more than what was received. The difference was lien expenses. P. Lawson explained that the check had to be applied for two years. W. Shorey asked for patience and then said he couldn't understand where this amount was coming from unless there was an accounting error in the Monroe Office. P. Lawson said that the original bill was so much, and then there was interest and fees. The total paid was \$980.26. W. Shorey contended that R. Gallagher paid more than that. He read the amount of \$1,487.80 and provided the check number. W. Shorey asked what happened to all the other checks that were paid all those years. It was agreed to look at all the check numbers and see where they matched.

They started again at year 2005, noting that there was a zero balance. P. Lawson said yes, but her concern was that those two checks paid the '06 tax bill, so there was a zero balance there. She believed R. Gallagher thought she was paying the other one. Finally, all agreed 2005 was O.K.

The Commissioners read off the list of checks from the spreadsheet and R. Gallagher verified them as follows:

<u>Check #</u>	<u>Amount:</u>
109874	\$1,292.41
110075	\$83.13 (2006)
111953	\$1,536.88 (2007)
113955	\$1,487.80 (2008-9)
114676	\$672.68 (first payment for year 2009)
115405	\$672.67 (second payment for year 2009)

There was brief discussion of the 5-months bill - \$500.00, and \$102.70 (two checks).

R. Gallagher said that for every lien notice she had received, she paid it. P. Lawson said that these were 30-day notices. R. Gallagher said that she paid within a few days of receiving the notices. The Commissioners stated again that they believed that all the checks were in place.

A. Fowler inquired about the total tax bill for 2009. R. Gallagher responded that it was \$1,345.35. She read the top which stated, "2009 Real Estate Tax Bill." R. Gallagher said that when she received a letter from P. Lawson stating that she owed \$3,570.34 for '09-'10 and said she had paid the 2009 taxes and the lien. P. Lawson said that the 2009 taxes had gone to lien. One bill is for '08-'09 and the other is for

'09-'10. Because they changed tax programs, again, she believes R. Gallagher thinks she paid when another was due.

A. Fowler asked if R. Gallagher had any receipts from the Town. R. Gallagher said she had even sent self-addressed stamped envelopes and asked for receipts but had never received a receipt. She explained that this is why she now sends them certified, return receipt.

W. Shorey said that it seemed to him there may be one payment that never got credited by the Town somewhere. He believed what has been billed and what has been paid all add up. The Commissioners said they could not see that there was any amount outstanding. They expressed confusion over why there was anything owed. The discussion continued and R. Gallagher went back through with W. Shorey the bills and the checks. P. Lawson kept explaining that the payments were getting applied to previous liens and that if this was just interest, this was in her power to waive. A. Fowler asked when B. Moody worked and was told Mondays and Wednesdays. P. Lawson works every day. A. Fowler explained that when the taxes were committed, they are the responsibility of the Tax Collector. R. Gallagher noted that P. Lawson signed for every payment but two. P. Lawson said she did not realize that the Tax Collector is responsible for the taxes committed, stating that she "wears many hats" in her job.

R. Gallagher went on to explain when the Town sent her check back to her, the Commissioners said to send it back to the Town. The bill was for a certain year and the check was for that year. P. Lawson said that a good part of the problem is people will write a check with the wrong tax year on it.

P. Lawson said that the interest had not been paid on the 2004 taxes and that she had to back to 2002 to look at all this. R. Gallagher said that way back then, there had been a lien, she paid it and it was never discharged. She wondered why this was not done. P. Lawson said she didn't know why.

D. Berry said one of his biggest concerns was that these checks were not being cashed by the Town immediately. He noted that sometimes in towns and at the State level, things just "disappear." P. Lawson agreed that this was "horrific." D. Berry stated that people expect the money they pay will be taken to the bank. It was only by the good graces of R. Gallagher's banking institution that this was still covered. He believed they had tracked down through here and the payments on the spreadsheet as much as they could. He explained that the Commissioners were not assigning blame to anyone, but were saying that the money needs to be receipted and deposited properly. P. Lawson said that she has changed the manner in which this is being done. The tax collector has to give P. Lawson the money separately now. R. Gallagher asked why she wasn't getting a receipt for any of her payments. P. Lawson apologized for that and said that if R. Gallagher put it to her attention, she would make a receipt out to her.

R. Gallagher said that she still has a letter saying she owes over \$3000.00. W. Shorey said that it appears that there is proof of all being paid and requested that the Town added up all the checks she has paid and send a copy of that to R. Gallagher. He felt that this would show all the money Monroe had put on the books. P. Lawson agreed to do that. R. Gallagher said that she received an invoice for over \$1,000.00 as of July 13th, it then went up to \$3000.00-plus. P. Lawson agreed that R. Gallagher was right, that this figure included the current 2010 taxes, so that was inaccurate that it was due as of July 13, 2010. P. Lawson explained that they were not allowed to have any training on the new accounting system as an effort to save money.

The Commissioners thanked both ladies for coming in and presenting things in such a good way.

TECHNOLOGY REPORT & 2011 TECHNOLOGY BUDGET REVIEW:

Present with the Commissioners was Technology Consultant James Arseneau to present the Technology Report and the 2011 Technology Budget Review.

TECHNOLOGY BUDGET 2011:

J. Arseneau informed the Commissioners that this year, one hardware lease finished. This dropped \$25,000.00 to \$30,000.00 from the recurring leases. However, the County did pick up Islesboro and Stockton Spring's leases. Therefore, this budget is actually lower than 2010. He quickly reviewed the 7100 portion. Things were being split between County and Jail, and so there are adjustment in those figures for that. The SSL Certificate, which is law enforcement and those who access from outside the County, has come due again this year.

He noted that, at some point, since Departments are using data cards on an annual basis, perhaps these should be a regular telephone fee for these cards. He would recommend that these be included in the regular departmental budgets for those who use them.

In discussion of the Wide Area Network, J. Arseneau explained that the District Courthouse and Superior Courthouse use Midcoast for free Internet service. Service has been touch and go. He suggested that the Commissioners may want to consider going to a GWI connection, which would be more reliable, noting that this could be at the Commissioners discretion.

Two new things: The State has mandated ProQA for Dispatch and two upgrades have been required already. There is time involved in that. He broke that cost out and figured three upgrades per year. This allows service for the 7 PCs and one server. He noted that there has been "a nice upswing" in what the dispatchers are accomplishing; adding to the machines is what costs.

There will be two upgrades in the Spillman system. The upgrades are supplied at no cost, but they have to be loaded on. He factored in three minor upgrades each year. This is more than just regular support. This is why this section has increased over 2010.

Budget line 7101 was briefly reviewed. In Budget line 7102, J. Arseneau explained that there are some maintenance things that will have to be paid for. These now have to be figured into the set-up. For Spillman, there will be a two-year contract coming up. The hardware contract should be about the same. This will be the last year Icon Software for Probate will remain the same. Next year the cycle will be done and this figure will likely go up. It hasn't increased in five years.

J. Arseneau asked if there were any questions or if he was not clear on anything. The Commissioners did not have any questions at this point and thanked him for the breakdown. J. Arseneau encouraged the Commissioners to Email him if there any questions and he would be happy to answer them. He also thanked them for meeting with him early to go over this budget.

2. S. Story got a letter from the State indicating that the County will receive a live-scan fingerprint machine. Most Corrections facilities have digital fingerprint recognition. While Waldo is getting one for free, there will be a maintenance fee. S. Story said he did not believe there would be any problem adding that maintenance fee to the budget that was already submitted to the BOC.

3. Register of Deeds Deloris Page has told J. Arseneau that she would like the borrowed PC returned back to the Registry of Deeds. This machine had been used by a Deeds Clerk whose position was not filled when she left and the machine is currently being used by the Facilities Technician. J. Arseneau suggested approaching ACS because the function is related to their equipment. He mentioned that D. Page was reluctant to open up the current contract. He felt that it made the most sense to do it that way. The numbers haven't been increased for what they are processing, but it would get used a few times a day. He explained that Deeds wanted to be able to do it upstairs as well as downstairs for the public.

4. At Dispatch, there is a "grab-and-go" laptop. It was purchased in either 2005 or 2006. At times there have been multiple needs for it for training, etc. and at times O. Smith has taken it to conferences. If the County buys a laptop, J. Arseneau said he would recommend doing it now before Windows 2007 goes away. He asked that the Commissioners think about this and let him know at their next meeting, noting that a decision should be made at least one week before the end of this month. A. Fowler said that the dispatch supervisors do literally sit right next to the trainee with a laptop. She recognized the need for an additional laptop. This allows them to monitor and fix things when the trainee goes live and starts working. It was noted that the Supervisors would all like to have a laptop.

5. Everything is digital at the Sheriff's Office. They are being required to provide a lot of disks for prosecution. It takes a while to produce those. There is a unit that allows for several disks to be made at once. He didn't know if one should be purchased for the Sheriff's Office and one for the District Attorney's Office. Perhaps this could be funded from the Technology Reserve.

CORRESPONDENCE:

1. Malcolm Ulmer submitted a document that will amend the County's health insurance plan to take effect in 14 days, thus making it possible for newly enrolled employees to be covered 30 days after enrollment, as discussed by the Commissioners during a previous court session. Commissioner Berry signed as chairman.

2. B. Arseneau informed the Commissioners that the Auditor had asked her to amend the minutes from April 23, 2010 to reflect the exact amount of money that would be reimbursed to the County of Waldo for county funds used to change the mission of the former Waldo County Correctional Center to a re-entry facility in 2009. The current minutes reflected a round figure of \$106,000.00 whereas the exact figure should have been \$106,888.72. The Commissioners instructed B. Arseneau to make that change in the minutes.

3. Sheriff Story sent recommendation for the hire of Gregory Morse as part-time deputy at the Waldo County Sheriff's Office effective September 14, 2010.

****A. Fowler moved, W. Shorey seconded to approve the hire of Gregory Morse as part-time deputy at the Waldo County Sheriff's Office effective September 14, 2010 (at \$14.09 per hour.) Unanimous.**

4. The Sheriff also recommended hiring Christopher M. Ross as part-time Deputy at the Waldo County Sheriff's Office effective September 14, 2010.

****A. Fowler moved, W. Shorey seconded to approve the hire of Christopher M. Ross as part-time Deputy at the Waldo county Sheriff's Office effective September 14, 2101 (at \$14.09 per hour.) Unanimous.**

5. Deputy C. Glenn Graff has resigned his position as part-time Patrol Deputy at the Waldo County Sheriff's Office effective September 13, 2010.

****W. Shorey moved, A. Fowler seconded to accept with regret the resignation of C. Glenn Graef as part-time Deputy effective September 13, 2010. Unanimous.**

6. Communications Center Director Owen Smith has recommended the hire of Christopher Therrien as part-time Dispatcher Trainee effective September 8, 2010 at the part-time rate of \$12.58 per hour until such time as his training is complete and he has achieved the three basic certification. O. Smith noted that there had been a problem with scheduling the start of training and apologized for this coming before the Commissioners after the effective date of hire.

****A. Fowler moved, W. Shorey seconded to approve the hire of Christopher Therrien as part-time Dispatcher Trainee effective September 8, 2010 at the part-time rate of \$12.58 per hour. Unanimous.**

7. O. Smith submitted cessation of employment for Dispatcher Trainee Kyle Hazeltine to be effective September 14, 2010.

****W. Shorey moved, A. Fowler seconded to accept cessation of employment for Dispatcher Trainee Kyle Hazeltine effective September 14, 2010. Unanimous.**

8. The Commissioners noted pay step increase for Human Resources/Payroll Director Michelle Wadsworth, who will receive the six-year pay step at \$39,858.65 effective October 12, 2009

9. Victim/Witness Advocate Harriet Kearns has requested the immediate reduction of her hourly wage to \$11.50 to ensure that she remains within her personal circumstances for earning guidelines. The Commissioners noted this change in pay.

10. B. Arseneau reminded the Commissioners that they had told the Budget Committee they would schedule an informational session prior to the first actual 2011 Budget Committee meeting. She asked the Commissioners to consider a date soon and set that up with Deputy County Clerk Veronica Spear as soon as possible so advance notice could be given.

11. MCCA Executive Director Robert Howe has sent communication indicating that there is a slightly revised version of the Intergovernmental Agreement to establish the Corrections Trust Authority as proposed by the Maine Sheriff's Association and that "this ball is now in the court of each county." The Commissioners took no action at this time.

12. B. Arseneau reminded the Commissioners that IS-704NIMS Communications and Information Management training will be held September 23, 2010 from 1:00 to 3:00 p.m. at the EMA classroom.

13. B. Arseneau reminded the Commissioners that the Gubernatorial Candidates Forum is scheduled for September 15, 2010. Geoff Herman sent preparation documents to the Waldo County Municipal Association, who forwarded this to the County Commissioners for their review.

14. B. Arseneau informed the Commissioners that even after sending two letters to the State Court Administrator asking for the correct rent amount and difference still owed, and providing the fee schedule, the rent amount received is still incorrect and she has sent yet another letter with the figures. She hoped it would be corrected with the next month's rent.

15. A check in the amount of \$1,486.67 has been sent to the County as an award for the May 2010 Safety Grant submitted by Michelle Wadsworth for six ergonomic chairs for the EMA Director, Deputy District Attorney and Probate Office Staff.

16. The Maine County Commissioners Association has reserved the Hall of Flags on April 28, 2010 as part of National County Government week.

17. B. Arseneau told the Commissioners that the Commissioners had asked her to remind them that several reserve accounts need to be built up including Records preservation, Severance, Technology, unemployment. Commissioner Shorey had also suggested that a new reserve be created and entitled "Office Equipment for Public Safety Building Project.

18. The Commissioners noted that Rick Kersbergen of the University of Maine Cooperative Extension has requested an early appointment to meet with them to review the budget request on Tuesday, September 21, 2010. It was agreed that 8:15 a.m. would work and the meeting would start then.

MINUTES:

B. Arseneau was instructed to make revisions to the draft August 26, 2010 Commissioners Court Session minutes that she had sent to the Commissioners for review. D. Berry said he would let her know what needed to be corrected.

MISCELLANEOUS BUSINESS:

A. Fowler said she wondered why the Commissioners front office door does not have the new logo decal on it and requested that one be ordered. She also wondered why the logo was not on the new Waldo County Garden Project sign, but would speak to the Sheriff about that. She also asked that the sign on the recreational yard that says, "Keep Away From Fence" be removed.

BUDGET REVIEW FOR 1020, 2025 AND 2050:

(1020) COMMISSIONERS BUDGET:

B. Arseneau started with the personnel line, and noted that the salaries were based on the current pay scale but noted that there will likely be more discussion on this. She also explained the increase in the Part-time line. This line was established for hiring part-time help as needed any of the departments, and also if needed in the Commissioners Office. B. Arseneau informed the Commissioners that a planned family medical leave in the Commissioners Office was already known and anticipated for 2011, so she increased that line from \$6,000.00 to \$12,000.00. She noted that the Commissioners could reduce it back to \$6,000.00 but they would need to save it for their office this coming year.

Contractual: B. Arseneau said she had tried to keep things as low as best she could, but acknowledged that this is the Commissioners' budget and whatever they wished to do, they could. She explained that the budget for payroll went up a bit in anticipation of a possible rate increase from the payroll company and also because there have been some concerns and questions raised about the effectiveness of time sheets at the Communications Center and the Communications Center and the Director is considering going to a time clock. This would create an additional fee with the payroll company.

W. Shorey inquired about mileage and whether some of this was for travel for Corrections-related meetings. B. Arseneau replied that the Deputy County Clerk, who tracks the Commissioners' mileage,

had helped but this portion of the budget together and anything related to Corrections was not in the County's budget.

B. Arseneau said she reduced meals based on the past two years' experience and left lodging the same, based on experience and knowing that the 2011 MCCA Convention would be held in Penobscot County. She reduced the telephone budget based on experience. Regarding Liability Insurance, she based this on an estimate of 15%, which was what Malcolm Ulmer had estimated for the Corrections budget, but a recent Email communication from him indicated that 10% would be a more accurate estimate, so the Commissioners could reduce that line by 5% if they wished. Both Personnel and General Advertising lines need to be increased as they have been overdrawn in recent years. Under the Binding/Rebinding line, B. Arseneau explained that she realized the Budget Committee had told the Commissioners to use the Records Preservation Reserve for preservation projects, but she believed these were operating budget items. She informed the Commissioners that since 2002, a statute has required local governments to have a fire-proof safe for all permanent records, which Waldo does not. In the current Archive, some books need to be filmed, so that is the figure she put in that line for 2011.

Dues: MCCA dues were estimated at a 10% increase as B. Arseneau had tried to obtain an estimate from MCCA and none could be provided at the time. A. Fowler stated her belief that it will be the same as 2010. B. Arseneau said she spoke with Maine Municipal and they informed her that if they went up at all, it would be about \$25.00, which she factored into the budget. NACo has reported that their dues will remain the same as last year.

Postage and Printing lines were reduced. The Security Alarm contract is expected to remain the same. Office Supplies, while factoring in printing new union contracts, has been reduced based on previous years' experience. V. Spear has inquired and the cost for Statutes updates will remain the same.

B. Arseneau asked if the Commissioners had any questions. W. Shorey believed that funds should be requested from Capital Outlay for unknowns that are bound to come up.

(2025) EMPLOYEE BENEFITS BUDGET:

Health Insurance line: D. Berry referred to information sent to him by the Human Resources/Payroll Director. He noted the scenario of employees paying 10% and 15% of the health insurance premiums. He asked if a recent survey had been done to see what other counties are doing for health insurance contributions by employees. B. Arseneau said that the most recent survey had been about a year ago. D. Berry requested that another be conducted.

Discretionary line: B. Arseneau said that she left the request the same as 2010 since the Commissioners have been discussing some ways to recognize employees who have accumulated years of employment with the County.

(2050) GRANT WRITING BUDGET:

A. Fowler asked how much DRG Specialty Services has brought in for grant funds this year. B. Arseneau stated that C. Coats of DRG has told her that this has been a terrible year for federal money. DRG brought in \$51,581 in 2009. W. Shorey stated his expectation that funds will be tougher to come by for the next few year.

The Commissioners discussed the need for a separate federal audit this year due to all the grant funds the County had obtained in other departments and the Commissioners said they would like to see any grant

applications include a portion to cover a federal audit. They asked B. Arseneau to inquire of DRG to see if this was possible in the future. K. Trussell sat in to explain that no federal audit is required until the accumulated amount of grants reaches \$500,000.00 and noted that this does not happen every year and is a little hard to predict. She noted that the EMA Director had obtained the grant funds that put the County over the \$500,000.00 amount and that he now knows to factor in money for an audit when he applies for grants in the future.

NEXT COURT SESSION:

The next Commissioners Court Session is a special court session scheduled for September 21, 2010 to review 2011 Waldo County Budget requests with the various departments and agencies.

****A. Fowler, W. Shorey seconded to adjourn the Commissioners Court Session at 3:51p.m.
Unanimous.**

Respectfully submitted by Barbara L. Arseneau
Waldo County Clerk